

CERTIFICATION/EDUCATION

Do you possess a valid Montana Teaching Certificate?

Yes ☐

No ☐

If no, please comment: _____

Are you currently under a contract with another school district? _____

If yes, where? _____ Present position? _____

CERTIFICATE INFORMATION

| | | | |
|----------------------|---------------|--------------------|--|
| Class _____ | Level _____ | Folio Number _____ | Expiration Date _____ |
| Class _____ | Level _____ | Folio Number _____ | Expiration Date _____ |
| Endorsements: | Number | Area | Credits in Area (Semester=1.5 Qtr. Credits) |
| _____ | _____ | _____ | Quarter Credit Hours _____ |
| _____ | _____ | _____ | Quarter Credit Hours _____ |
| _____ | _____ | _____ | Quarter Credit Hours _____ |

| | |
|------------------------------|-------------------|
| HIGH SCHOOL: | Completed Degree: |
| Location: | |
| COLLEGE/UNIVERSITY: | Completed Degree: |
| Location: | |
| COLLEGE/UNIVERSITY: | Completed Degree: |
| Location: | |
| COLLEGE/UNIVERSITY: | Completed Degree: |
| Location: | |
| STUDENT TEACHING EXPERIENCE: | |
| NAME OF SCHOOL | Completed Degree: |
| Location: | |

| List all college courses taken <i>after</i> your initial degree and previous to the award of a Master Degree. (Note: 1 Semester Hour = 1.5 Quarter Hours) | | | Under Graduate | Graduate | List all college courses taken after the award of a Master Degree. (Note: 1 Semester Hour = 1.5 Quarter Hours) | | | Under Graduate | Graduate |
|---|---------------|-------|----------------|----------|--|---------------|-------|----------------|----------|
| Courses | Quarter Hours | Grade | | | Courses | Quarter Hours | Grade | | |
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IF NECESSARY, ATTACH ADDITIONAL PAGES IN THE FORMAT SPECIFIED ABOVE

G.P.A. Overall to Date: _____ G.P.A. Major Area of Preparation to Date: _____

EXPERIENCE

TEACHING EXPERIENCE: Do not list substitute teaching, work as an instructional assistant, or student teaching. List **only contracted teaching** or **contracted extra-curricular** experience. Begin with the most recent experience:

| School | Dates Mo./Yr. | Number of Years | ✓ If less than Full-Time | Grades/Subjects Taught | Extra Curricular Assignment(s) |
|-------------|------------------|-----------------------|--------------------------------|---------------------------|-----------------------------------|
| Name: | | | | | |
| Location: | | | | | |
| Supervisor: | | | | | |
| Name: | | | | | |
| Location: | | | | | |
| Supervisor: | | | | | |
| Name | | | | | |
| Location: | | | | | |
| Supervisor | | | | | |
| Name: | | | | | |
| Location: | | | | | |
| Supervisor: | | | | | |
| Name: | | | | | |
| Location: | | | | | |
| Supervisor: | | | | | |

EQUIVALENCY EXPERIENCE: Describe in chronological order other paid or unpaid practical experiences relevant to the position for which you are applying. **Do not list student teaching.** Begin with the most recent experience:

| | Dates | Description of Experience |
|-------------|-------|---------------------------|
| Location: | | |
| Supervisor: | | |
| Location: | | |
| Supervisor: | | |
| Location: | | |
| Supervisor: | | |
| Location: | | |
| Supervisor: | | |
| Location: | | |
| Supervisor: | | |

| Yes | No | Please Check (✓) |
|---|----|---|
| | | Have you within the past seven (7) years served any portion of a criminal sentence or been convicted of any offense that involves any form of violence such as assault, rape, child abuse, child molesting, extortion, blackmail, coercion or any crime which involves drugs? |
| | | Have you within the past seven (7) years served any portion of a criminal sentence or been convicted of any offense that involved embezzlement, fraud, stealing, robbery, extortion, blackmail or coercion? |
| | | Have you ever had a certificate or license revoked or suspended? |
| | | Are any criminal charges or proceedings pending against you? |
| | | Have you ever been involuntarily terminated from any job or asked to resign from any job for reasons relating to your behavior or job performance? |
| If you checked yes to any of the above inquiries, describe in full on a separate sheet and attach that explanation to this application. (Answering yes to any of the above inquiries is not an automatic bar to employment. All circumstances will be considered.) | | |

CERTIFICATION

Communicate with the Director of Certification, State Department of Public Instruction, Helena, Montana 59620, regarding your eligibility for a Montana certificate. Furnish information to this office regarding certification as soon as you receive it from the State Department. Helena School District No. 1 does not assume any responsibility for your certification. As the recipient of a new Montana teaching certificate, you must comply with Section 20-4-202, Montana Code Annotated, which states in part “. . . If a teacher or specialist does not register her/his certificate with the county superintendent within sixty calendar days after s/he begins to perform his/her services, s/he shall not be eligible to receive any further compensation under her/his contract of employment until s/he has registered her/his certificate.”

TRANSCRIPTS

It is the candidate's responsibility to request your college or university to provide us with up-to-date transcripts. Official transcripts of all college work must be furnished at the time an offer is made; unofficial copies will suffice for application purposes.

EMPLOYMENT CONDITIONS

- Pursuant to ARM 16.28.1055, each District employee must provide verification that the employee has had a tuberculosis (TB) test. Verification must include the date of the test, the results of the test, and the signature of the person who conducted the test. It is the policy of the Personnel Office to require verification of a TB test from any candidate chosen for employment prior to placing that person's name in front of the Board of Trustee for approval.
- Helena School District No. 1 has a Tobacco Free Policy enforced in all District buildings.
- Teachers employed by Helena School District No. 1 are represented by the Montana Education Association. Should a candidate be selected for employment by the Board of Trustees, according to the Agreement between the Board of Trustees and the Association, please take notice that as a condition of employment, you will be obligated to pay a representation fee to the Montana Education Association, regardless of whether you elect to become a member of the Association.

MAINTENANCE OF CREDENTIALS SUBMITTED FOR EMPLOYMENT CONSIDERATION

State certification/license and areas of endorsement as indicated on the initial application are continuing District expectations while employed. If elected, the applicant agrees, while in the employ of Helena School District No. 1, to maintain all areas of endorsement they possess on the date of hire.

REFERENCES/PREVIOUS EXPERIENCE

I authorize investigation of all statements and matters contained in this application or which the Board of Trustees of Helena School District No. 1 and/or their agents may deem relevant to my employment, and I authorize all my previous employers or persons having information concerning me or my record to report such information to Helena School District No. 1. I release all such persons from all claims or liabilities whatsoever on account of making such inquiry or making such disclosures whether favorable or unfavorable.

EQUAL OPPORTUNITY

All applicable state and federal statutes apply to Helena School District No. 1 practices and procedures. Helena School District No. 1 is an equal opportunity institution. It is the policy and intent of this District not to discriminate in its educational programs and activities or in employment on the basis of race, color, sex, age, religion, creed, marital status, citizenship, national origin, physical or mental handicap, veteran status or any other unlawful basis.

VETERAN EMPLOYMENT PREFERENCE

The Veterans' Public Employment Preference Act, Montana Code Annotated §39-29-101 et seq., provides preference in public employment for certain military veterans or their eligible relatives. Montana Code Annotated §39-29-102 provides the addition of 5% points or 10% points to an applicant's score when a numerically scored procedure is used. Applicants who are claiming Veteran Employment Preference must declare, in writing, at the time of application and provide a copy of discharge from military service under honorable conditions (DD214).

I understand that misrepresentation or omission of information requested is cause for dismissal, and I affirm that the information provided in this application is complete and accurate.

Date

Signature of Applicant

Your completed application folder will be placed on active status in the Personnel Office for one year from the date of your application and will be considered each time you write to express your interest in an announced vacancy. After two years, an applicant not offered employment should contact this office to renew application if employment is still desired.